DIRECTORY LISTING COORDINATOR (DLC) HANDBOOK

Department of Technology Services

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INTRODUCTION

This handbook is designed to assist you in updating files for your agency's Yellow and White Pages of the California state online directory. It will assist you through each step from logging on to updating.

BECOMING A DIRECTORY LISTING COORDINATOR

A Directory Listing Coordinator (DLC) is selected for each agency. There can be a maximum of three DLCs for each agency, a primary and two backups. A DLC designation form must be filled out as it gives the authorization to update. The form can be faxed or emailed to you by contacting Directory Services at DirectoryServices@dts.ca.gov. It must be signed by a supervisor or manager.

Once the form is completed and signed, it can be faxed, emailed, or mailed back to Directory Services. See DLC designation form instructions for further details.

After the completed form is received by the Directory Administrator (DA), you will receive a call from the DA requesting a password. The password is case sensitive and must be at least eight characters, six letters and two numbers. After the password is received, you will be entered into the system by the DA. An email will be sent to you with the link to make updates.

LOGIN

This is the login screen that appears after clicking the CSTD link.

- Your username is your ***email address***
- Use the password that you submitted to the DA
- Click the **Login** button

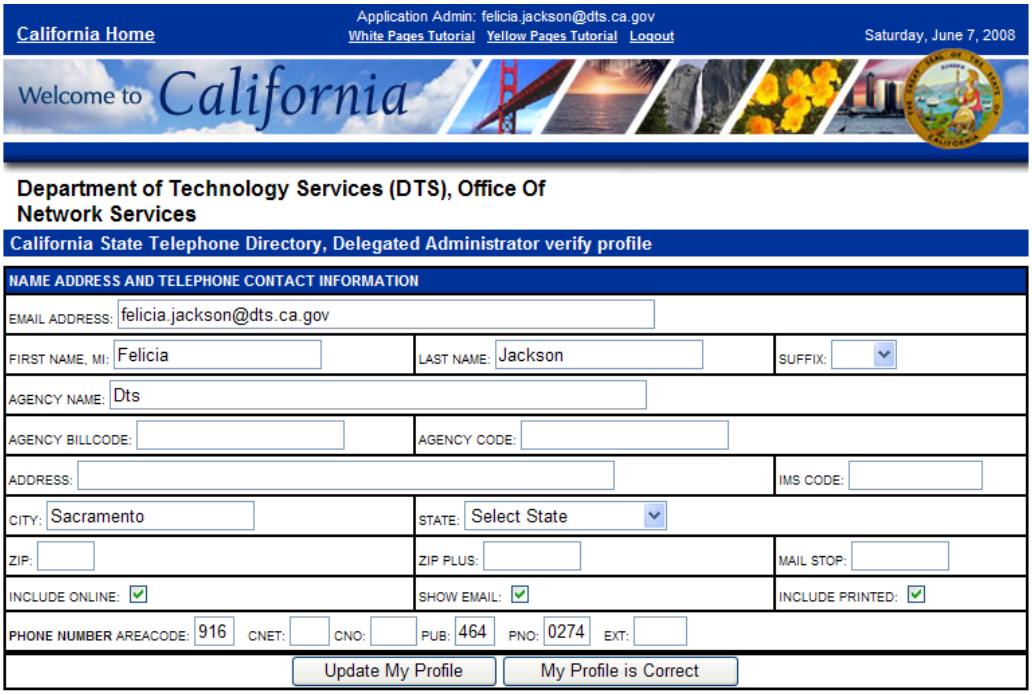
NOTE: Make sure you select which file you are updating White Pages or Yellow Pages before entering your username and password.

FORGOT PASSWORD

If you forget your password, enter your email address and select **Forgot Password** on the login screen. An email will be sent to you with your password.

DLC PROFILE PAGE

After you have completed your login, the next page you will see is your profile as seen below.



- If corrections are needed, make the necessary corrections, and select **Update My Profile**
- If no corrections are needed, select **My Profile is Correct**

UPDATING WHITE AND YELLOW PAGES

White Page Update Process

The white pages are for adding, updating, and deleting employees within an agency.

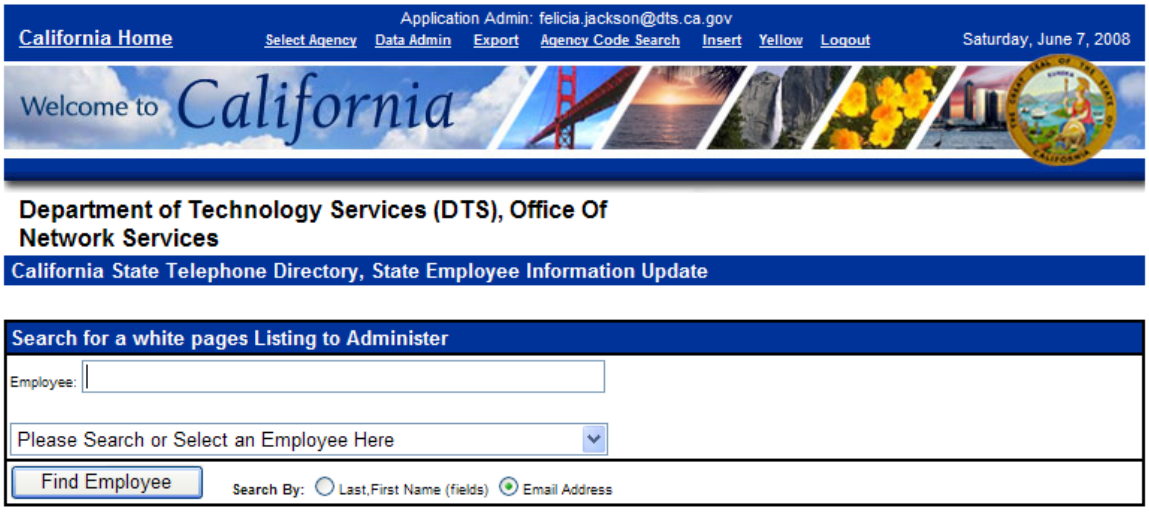
Requirements

- Email address
- First name
- Last name
- City
- Phone number

NOTE: The email address is required when inserting but you will have the option to not show it in the online directory.

Add Listing

This is the screen used to add a new employee.



- Enter the employee's *email address* in the box that says **Employee**
- Select **Insert** at top of screen
- After you click on **Insert**, the system will take you back to the same screen
- Enter the *email address* again
- Select **Find Employee**

The following screen will appear to input the employee information

NOTE: Remember you have to fill in the required fields (FIRST/LAST NAME, CITY and PHONE NUMBER).

- You can deselect the **SHOW EMAIL** option so the email is not listed in the online directory
- Select **Insert Profile** after inputting the required fields
- A green message will generate at the top right of the page stating a notification was sent

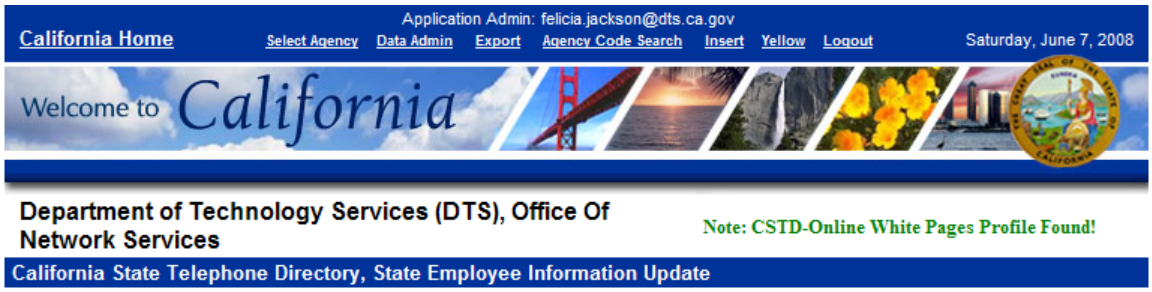
This will add the record in your agency's listing but not into production.

An automatic notification is generated and sent to the DA to approve your listing. Once it is reviewed and approved by the DA, the listing will appear online.

A system-generated email is sent to you stating the listing has been approved.

Update Listing

- Login under the White Pages
- Input the employees email in the **Employee** field
- Click **Find Employee**
- The employee profile will appear with a green message on the top right stating the profile was found



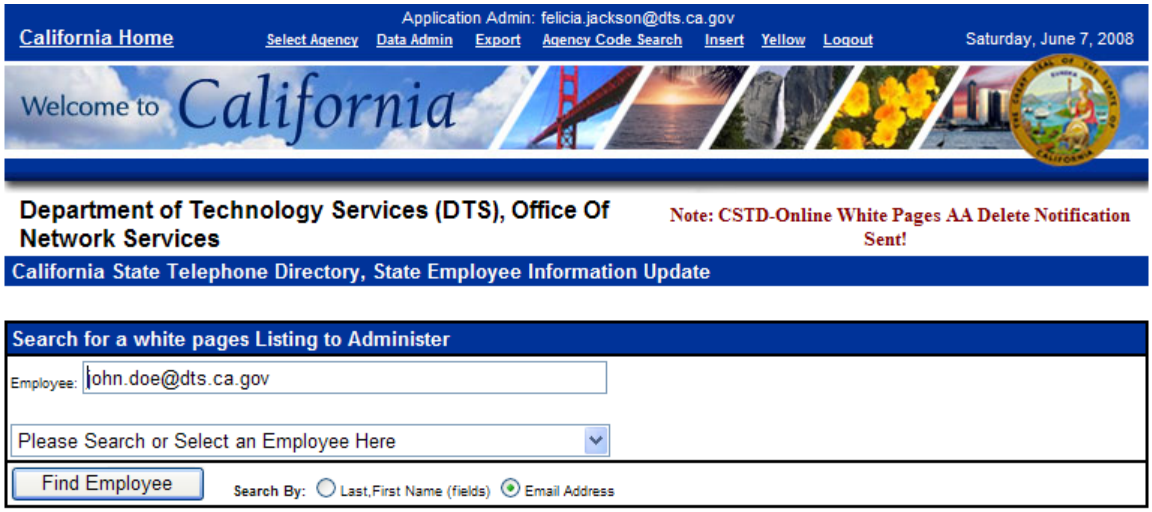
- Make the necessary updates
- Click **Update Profile**

NOTE: A red asterisk will appear if a required field is not filled in when updating. These fields must be complete. See screenshot below.

Delete Listing

- Login under the White Pages
- Input the employees email in the **Employee** field
- Click **Find Employee**
- The employee profile will appear with a green message on the top right stating the profile was found
- Click **Delete Profile**
- A window will appear stating “Are you sure you want to delete this record?”

- Click **OK**
- A red message will appear at the top right of the page stating a notification has been sent



An automatic notification is generated and sent to the DA to approve your listing. Once it is reviewed and approved by the DA, the listing will be deleted from the online directory.

A system-generated email is **not** sent to you stating the listing has been approved for deletion.

Yellow Page Update Process

The yellow pages are for adding, updating, and deleting state agency information.

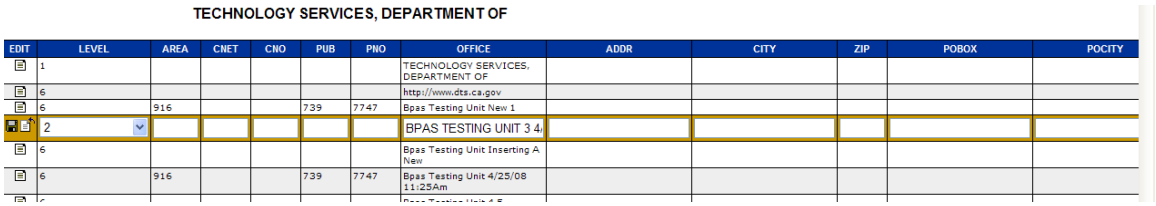
- Go to CSTD link
- Select **Yellow Pages**
- Follow the LOGIN instructions
- Your profile will appear
- If corrections are needed, make the corrections, and select **Update My Profile**
- If no corrections are needed, select **My Profile is Correct**

The Yellow Pages screen will appear for your agency.

DEL	INSERT	EDIT	LEVEL	AREA	CNET	CNO	PUB	PNO	OFFICE	ADDR	CITY	ZIP	POBOX	POCITY	POZIP
	New		1						TECHNOLOGY SERVICES, DEPARTMENT OF						
	New		6						http://www.dts.ca.gov						
	New		6	916			739	7747	Bpas Testing Unit New 1						
	New		2						BPAS TESTING UNIT 23 4/25 5/09						
	New		6						Bpas Testing Unit Inserting A New						
	New		6	916			739	7747	Bpas Testing Unit 4/25/08 11:25Am						
	New		6						Bpas Testing Unit 4.5						
	New		6	916			555	2478	CSTD Unit	Po Box 47	Sacramento	95814			

Edit Record

- Select the edit icon in the third column of the record you wish to edit
- The fields in the record will highlight



EDIT	LEVEL	AREA	CNET	CNO	PUB	PNO	OFFICE	ADDR	CITY	ZIP	POBOX	POCITY
	1						TECHNOLOGY SERVICES, DEPARTMENT OF					
	6						http://www.dts.ca.gov					
	6	916			739	7747	Bpas Testing Unit New 1					
	2						BPAS TESTING UNIT 3 4/					
	6						Bpas Testing Unit Inserting A New					
	6	916			739	7747	Bpas Testing Unit 4/25/08 11:25Am					

- Make the necessary changes
- If you want to cancel the edit, click on the icon next to the floppy disk
- After the changes are made, click the **Save** icon (floppy disk)
- A window will appear stating “Are you sure you want to Save this Record?”
- Click **OK**
- A green message will generate at the top right of the page stating an Update/Insert listing notification was sent

NOTE: Do not put Vacant in a listing.

DEL	INSERT	EDIT	LEVEL	AREA	CNET	CNO	PUB	PNO	OFFICE	ADDR	CITY	ZIP	POBOX	POCITY	POZIP
	New		1						TECHNOLOGY SERVICES, DEPARTMENT OF						
	New		6						http://www.dts.ca.gov						

This will add the record in your agency's listing but not into production.

An automatic notification is generated and sent to the DA to approve your listing. Once it is reviewed and approved by the DA, the listing will appear online.

A system-generated email is sent to you stating the listing has been approved.

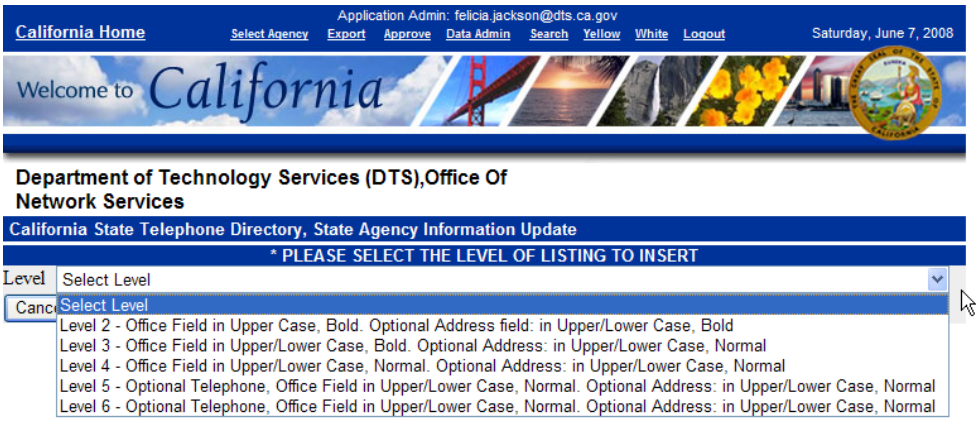
Insert Record

- Login to Yellow Pages
- Click **New** in the insert column on the row ***above*** where you want the order of the listing to appear

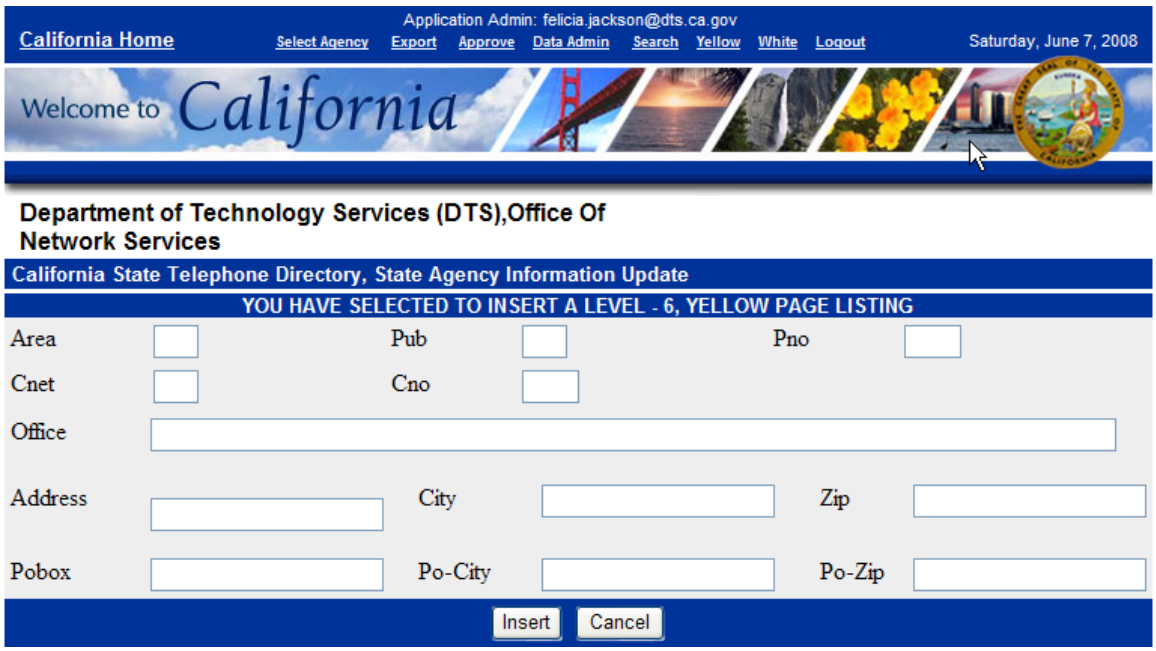
DEL	INSERT	EDIT	LEVEL	AREA	CNET	CNO	PUB	PNO	OFFICE	ADDR	CITY	ZIP	POBOX	POCITY	POZIP
	New		1						TECHNOLOGY SERVICES, DEPARTMENT OF						
	New		6						http://www.dts.ca.gov						

- Select the level you will be using

NOTE: Be sure to select the correct level. Some levels will allow phone numbers and some will not.



The screen to insert the record will appear



- Input the information
- Click **Insert**
- A green message will generate at the top right of the page stating Yellow Pages Update/Insert listing notification was sent

An automatic notification is generated and sent to the DA to approve your listing. Once it is reviewed and approved by the DA, the listing will appear in the online directory.

A system-generated email will be sent to you stating the listing has been approved.

Delete Record

- Login to Yellow Pages
- Click the **delete** icon in the record to be deleted
- A window will appear stating “Are you sure you want to delete this Record?”
- Click **OK**
- A red message will generate at the top right of the page stating a Yellow Pages deleted listing notification has been sent

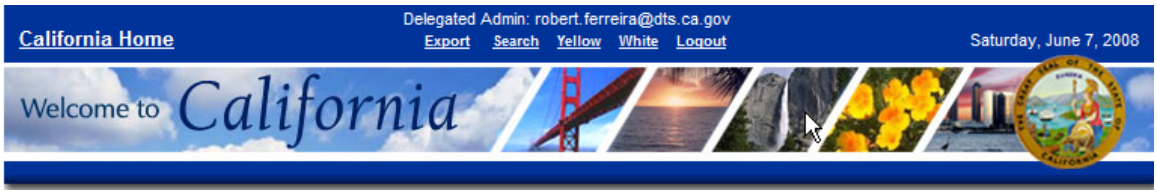
An automatic notification is generated and sent to the DA to approve your listing. Once it is reviewed and approved by the DA, the listing will be deleted from the online directory.

A system-generated email is sent to you stating your listing has been approved.

EXPORT WHITE/YELLOW FILES

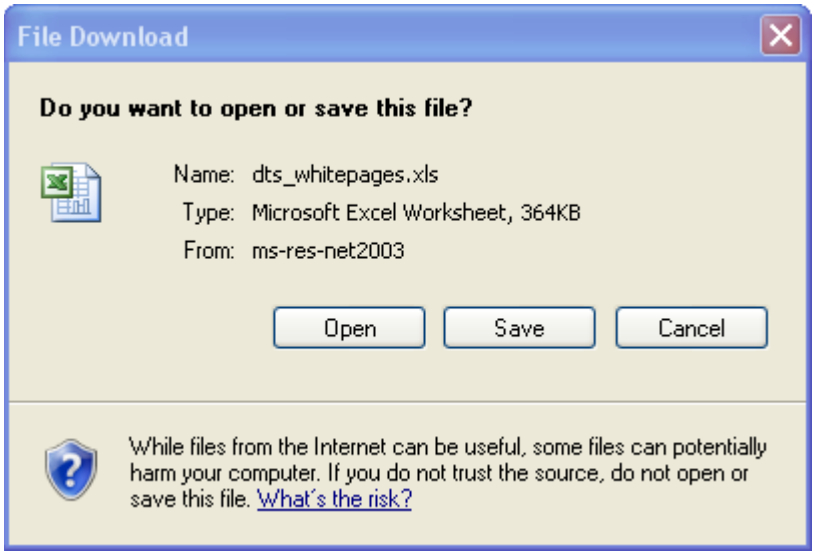
- Login to the CSTD system

Across the top of the page, note the different listings Export, Search, Yellow, White and Logout.



- Click Yellow to export the Yellow Pages or White to export the White Pages
- Click **Export**

A window will appear to Open or Save the file to print or read.



- Click **Open** to read and/or print the file
- Click **Save** to download the file to your PC
- When finished, **Logout**